



# TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

## JOB POSTING

Opening Date: 10/22/2015

Closing Date: 11/05/2015

Position Title: Prep-Cook

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Department: Tule River Economic Development Corporation

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Work Schedule: Varies/ Part-Time

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Wage Rate: Pay Range 5: \$9.72 / HR / Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER ECONOMIC DEVELOPMENT CORPORATON

31071 Hwy 190 Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Prep Cook

**WORKSITE:** Oak Pit Restaurant

299 S. Reservation Rd.  
Porterville, CA 93257

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## GENERAL POSITION DESCRIPTION

The Prep Cook will clean, and prepare food and complete other related tasks with emphasis on food preparation.

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## DUTIES & RESPONSIBILITIES:

1. Responsible for the preparation of all food prior to cooking.
2. Must follow procedures, schedules and assignments precisely.
3. Must follow recipes for all food preparation.
4. Must practice good personal hygiene.
5. Retrieve and replace stock to and from refrigerators and storeroom.
6. Properly wrap, date and store unused food as needed.
7. Responsible for maintaining a clean and sanitary area at all times in full accordance with State and Federal Health regulations.
8. Follow all company procedures and health regulations at all times.
9. Must attend and be certified in all applicable training programs required.
10. All other departmental duties as assigned by the Immediate Supervisor.

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## QUALIFICATIONS:

1. Must have one (1) to two (2) years experience in restaurant or line cooking for a large food service operation.
2. Must successfully complete a TB skin test.
3. Must be able to communicate in English including reading and writing.
4. Must be able to carry out tasks with or without limited supervision.
5. Ability to endure periods of high humidity and extreme temperatures.
6. Must practice good personal hygiene.

Approved by TRTC: 05/13/13

7. Must successfully complete a pre-employment drug screen and background investigation.

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**PHYSICAL REQUIREMENTS/CONDITIONS:**

1. While performing the duties of this job the employee is regularly required to talk, hear, stand for entire shift, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
2. Occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
3. Must be able to operate in mentally and physically stressful situations.
4. Environment is of high humidity with extreme temperatures.
5. Must be able to lift and carry up to 50 pounds.
6. Must be able to work in a fast paced environment.
7. Noise level is low to moderate when in kitchen.
8. Must be able to perform all essential duties of the job with or without reasonable accommodation.

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This position reports to: Executive Chef

Supervises: None

Salary Ranges: Pay Range 5: \$9.72-\$12.41/ Hr.  
Paid Bi-Weekly/ Non-Exempt

Working hours: Varies

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).**